


# MEMO

**DATE:** October 2, 2003

**To:** Administration Committee and Regional Council

**FROM:** Ed Paul, Internal Auditor   
(213) 236-1905, [paul@scag.ca.gov](mailto:paul@scag.ca.gov)

**RE:** Internal Audit Workplan for FY 03/04

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## Information Only

**SUMMARY:** Attached is the Internal Auditor's FY 03/04 annual workplan. The Audit and Best Practices Committee has reviewed and accepted it. It is presented to the Regional Council and Administration Committee for information.

## BACKGROUND:

The Internal Audit workplan was developed based on the anticipated agency workload for the fiscal year and to meet the needs of the Regional Council, Administration Committee, Audit and Best Practices Committee, and the needs of the organization. For most of the two years he has been with SCAG, the internal auditor's time has been consumed dealing with the numerous regulatory audits that have required extensive responses. In the current fiscal year, after completion and acceptance of the audit resolution plan, it is believed he can resume more normal internal audit duties.

For the current fiscal year the priorities are to:

1. Complete the Audit Resolution Plan and have it accepted by October 1, 2003.
2. Coordinate the other external audits including any additional by Caltrans, FTA and at least three anticipated by LACMTA.
3. Review the internal controls of the SAP software.
4. Conduct preaward audits on contracts over \$250,000.
5. Review SCAG's insurance needs and requirements.
6. Perform other audits in areas as requested by the Audit and Best Practices Committee, the Executive Director or the CFO.

## FISCAL IMPACT:

None  
#90448v1



# **Memorandum**

Date: August 26, 2003

To: Sid Tyler, Chairman, Audit and Best Practices Committee

To: Bert Becker, CFO

From: Ed Paul, Internal Auditor

SUB: Proposed Internal Audit Plan for Fiscal Year 2003-2004

The following is proposed for the Internal Audit Plan for the current fiscal year.

1. Complete the Audit Resolution Plan and have it accepted by Caltrans and FHWA by October 1, 2003

***Estimate of Hours      200                      Completion Date – September 2003***

2. Coordinate the external KPMG financial audit, the Caltrans audits, the FTA audit and at least three MTA audits during the fiscal year.

***Estimate of Hours      400                      Completion Date - June 2003***

3. Review the implementation of the SAP accounting software to insure the appropriate controls are in place and it is being properly and effectively used. This effort is being postponed until completion of the Audit Resolution Plan.

***Estimate of Hours 200                      Completion Date – February 2004***

4. Conduct pre-award audits on contracts over \$250,000. This effort significantly reduces the time involved between contract approval and commencement of work creating a positive benefit to SCAG. Based on the OWP, 10-12 pre-award audits are planned, each with an average of three subcontractors.

***Estimate of Hours 500                      Completion Date - June 2004***

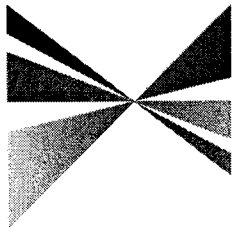
5. Conduct a review of SCAG's insurance needs and requirements.

***Estimate of Hours 200                      Completion Date - April 2004***

6. Perform other audits in areas as requested by the CFO, Executive Director or Audit & Best Practices Committee.

***Estimate of Hours 300                      Completion Date - June 2004***

SOUTHERN CALIFORNIA



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GOVERNMENTS**

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**Riverside County Transportation Commission:** Robin Lowe, Hemet

**Ventura County Transportation Commission:** Bill Davis, Simi Valley

**MEETING OF THE**

**ADMINISTRATION COMMITTEE**

**Thursday, October 2, 2003  
9:00 a.m. – 10:15 a.m.**

**SCAG Offices  
818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
San Bernardino A & B Conference Room  
Los Angeles, California 90017  
213. 236.1800**

**Agenda & Map Enclosed**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at 213.236.1993 or [salcido@scag.ca.gov](mailto:salcido@scag.ca.gov)

# ADMINISTRATION COMMITTEE

## AGENDA

	PAGE #	TIME
<b><u>Receive &amp; File – Con't</u></b>		
3.2.2 <u>Contracts &amp; PO's between \$5,000-\$25,000</u> <b>RC Attachment</b>	15	
<b><u>Contracts</u></b>		
• Cal State Fullerton Economic Consulting		
• Cal State Long Beach Economic Consulting		
• Liebert Cassidy Whitmore Legal Services		
<b><u>Purchase Orders</u></b>		
• En Pointe Tech, Inc.		
• General Networks Corporation		
• Kion Printing & Packaging		
• So. Calif. Leadership Network Tuition & Luncheon Table		
• Xerox Corporation		
3.2.3 <u>Summary of Key Issues and Actions taken by</u> <u>the Policy Committees in July</u> <b>RC Attachment</b>	17	
3.2.4 <u>SCAG Legislative Matrix</u> <b>RC Attachment</b>	20	
<b>4.0 <u>ACTION ITEMS</u></b>		
4.1 <b><u>Administration Committee Report</u></b>	<b>Mayor Richard Dixon, Chair</b>	
• <u>Selection of SCAG Representatives to</u> <u>visit China re: Maglev</u> <b>Attachment</b> <b>Recommended Action: Approve</b>	26	
4.1.1 <u>Audit and Best Practices Committee</u> <u>Charter</u> <b>Attachment</b>	<b>Bert Becker CFO</b>	30
<b>Recommended Action: Approve</b>		
4.1.2 <u>Adopt Resolution 03-446-1 approving</u> <u>SCAG's Medical Contribution for</u> <u>Retirees</u> <b>Attachment</b>	<b>Debbie Dillon HR Supervisor</b>	34
<b>Recommended Action: Approve</b>		

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Admin. Comm. Agenda – Salcido  
10/02/03 - DOCS #90111

# ADMINISTRATION COMMITTEE

## AGENDA

	<i>PAGE #</i>	<i>TIME</i>
<b><u>Administration Committee Report – Con't</u></b>		
4.1.3 <u>Adopt Resolution 03-446-2 approving Joint Powers Insurance Authority (JPIA) MOU &amp; Resolution 03-446-3 covering volunteers in the self insurance Attachment</u>	<b>Jim Gosnell Deputy Executive Director</b> 36	
<b>Recommended Action:</b> Approve		
4.1.4 <u>Proposed Amendment to SCAG Conflict of Interest Code Attachment</u>	41	
<b>Recommended Action:</b> Approve		
4.1.5 <u>Approval of SCAG's Agency-wide Budget Attachment</u>	50	
<b>Recommended Action:</b> Approve		
<b>5.0 <u>INFORMATION ITEMS</u></b>		
5.1 <u>Monthly Financial Report Attachment</u>	<b>Bert Becker, CFO</b> 170	
5.2 <u>Internal Audit Workplan for FY 03-04 Attachment</u>	<b>Bert Becker, CFO</b> 176	
5.3 <u>SCAG 2003 Summit Meeting With Tribal Governments</u>		
5.4 <u>Audits Update</u>	<b>Bert Becker, CFO</b>	
<b>6.0 <u>FUTURE AGENDA ITEMS</u></b>		
Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.		
<b>7.0 <u>ANNOUNCEMENTS</u></b>		
<b>8.0 <u>ADJOURNMENT</u></b>		
<b>The next meeting is scheduled for Thursday, November 6, 2003 at the SCAG Offices.</b>		

Admin. Comm. Agenda – Salcido  
10/02/03 - DOCS #90111



**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**Administration Committee Minutes**  
**September 4, 2003**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, 818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, CA 90017.

**1.0    CALL TO ORDER**

Chairman Richard Dixon called the meeting to order at 9:10 a.m.

**Committee Members Present:**

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Mayor Ron Bates	City of Los Alamitos
Mayor Richard Dixon	City of Lake Forest
Mayor Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Sandy Jacobs	City of El Segundo
Supervisor Hank Kuiper	County of Imperial
Supervisor Judy Mikels	County of Ventura
Councilmember Pam O'Connor	City of Santa Monica
Mayor Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Ron Roberts	City of Temecula
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port Hueneme
Councilmember Bob Yousefian	City of Glendale

**Committee Members Absent:**

Mayor Pro-Tem Mike Dispenza	City of Palmdale
Mayor Pro-Tem Alta Duke	City of La Palma
Mayor Ron Loveridge	City of Riverside
Councilmember Keith McCarthy	City of Downey
Mayor Pro Tem Bea Proo	City of Pico Rivera
Supervisor Charles V. Smith	County of Orange
Councilmember Dennis Washburn	City of Calabasas

**Staff Present:**

Bert Becker	Chief Financial Officer
Ed Paul	Internal Auditor

**Others Present:**

Jeff Lustgarten	Cerrell
Ed Jones	SCAG Liaison
Zahi Faranesh	SCAG
Ty Schuilling	SANBAG
Catherine McMillan	CVAG

**Others Present:**

Javier Minjares

SCAG

**2.0 PUBLIC COMMENT PERIOD**

None

**3.0 CONSENT CALENDAR**

Mayor Bev Perry asked to pull the Meyer, Mohaddes Associates, Inc., contract and the Boise Cascade contract.

Mayor Bev Perry raised a concern that the 91 Freeway was not included in the Corridor Study.

Hasan Ikhata answered that this originated when the Feasibility Study of the 60 Truck Lane was performed. SCAG wanted to go to the next phase of that study and the logical way to deal with goods movement would be to include the 10, 210, and the 60.

Mayor Bev Perry stated that if we are talking about one of the three projects in Operation Jump Start and it is the railways, and one of them is the Orangethorpe Corridor, which is a good movement corridor, the 91 should be included in the study.

Hasan Ikhata answered that he will bring the Mayor's concern to the project management team and try to bring some answers to the Regional Council meeting.

Mayor Lee Ann Garcia asked Hasan to address the Scope of Work and concerns of SANBAG.

Hasan Ikhata answered that he asking that with the approval of the contract, it will be contingent on the project management team, Commissions, Caltrans, and SCAG negotiating a final scope of work with the selected consultant. The language will also state that the project manager is the project management team, who will continually be in consultation with both the project manager and the contract administrator (SCAG) to make decisions.

Mayor Ron Roberts suggested that the 57 Freeway also be looked at for inclusion into the contract.

Hasan Ikhata answered that he would have to consult with SCAG's legal counsel because if the scope of work is changed it may require us to rebid.

It was MOVED (Supervisor Judy Mikels), SECONDED (Mayor Bev Perry) and UNANIMOUSLY APPROVED to table this item to the next Administration Committee Meeting, October 2, 2003.



With regard to the Boise Cascade contract, Mayor Bev Perry stated that she has no problem with the contract itself, but we should be concerned about the amount of paper being used. She would like to take a look at e-mailing agendas, duplicates of maps/directions, and deletion of title pages.

It was MOVED (Mayor Bev Perry), SECONDED (Mayor Lee Ann Garcia) to approve the Boise Cascade contract and ask staff to look into eliminating the redundancy of pages in the agenda.

Mayor Richard Dixon asked that item #3.1.8 be completely pulled from the agenda.

Mayor Richard Dixon informed the Committee that Legal asked that the Committee to only approve on page 38 – the Agreement Points for Item #3.1.7.

The Consent Calendar was MOVED (Supervisor Judy Mikels), SECONDED (Mayor Bev Perry) and UNANIMOUSLY APPROVED (Mayor Richard Dixon is abstaining from voting).

### **3.1 Approval Items**

#### **3.1.1 Minutes of the July 31, 2003 Meeting**

#### **3.1.2 Approval of Contracts**

- Art Bauer & Associates
- Community Design + Architecture
- Meyer Mohaddes Associates, Inc. (PULLED)

#### **Subregional Contracts**

- Kaku Associates

#### **3.1.3 Approval of Membership Fee for the Coalition for America's Gateways & Trade Corridors for 2003 in the amount of \$5,000**

#### **3.1.4 Approval of Membership Dues for CALCOG for 03-04 in the amount of \$34,861**

#### **3.1.5 Support Resolution 03-445-1 for the City of Pasadena to Apply for a \$40,000 Car Sharing Grant From the State of California**

#### **3.1.6 Authorization to submit Grant Proposals to Develop Web/GIS Based Models for measuring air & noise pollution adjacent to freeways**

#### **3.1.7 Authorization to execute Sisterhood Relationship Agreement with Seoul Development Institute to promote joint research**

#### **3.1.8 Approve Application for Environmental Justice Partnership Grant (PULLED)**

### **3.2 Receive & File**

#### **3.2.1 Conflict of Interest Listing (Info Only) RC Attachment**

#### **3.2.2 Contracts & PO's between \$5,000 - \$25,000**

#### **3.2.3 Summary of Key Issues and Actions Taken by the Policy Committees in July**

#### **3.2.4 SCAG Legislative Matrix**

### **4.0 ACTION ITEMS**

#### **4.1 Administration Committee Report**

##### **4.1.1 Proposed Amendments to SCAG Conflict of Interest Policy**

Councilmember Pam O'Connor asked why this was being brought to the Committee.

Karen Tachiki answered that in the process of having to lay-off some employees, some of them had the opportunity to go to work for a consultant who were already performing work for SCAG. Under the current rules, they would be precluded from do so. This item is intended to address this situation.

Supervisor Judy Mikels is opposed to the change because once this is opened up to one, it would need to be opened up to all.

Mayor Ron Bates asked if there was a possible middle ground in terms of persons who are directly affected by lay-off.

Mayor Bev Perry agreed that there are some particular circumstances that she would be willing to look at. On page 68, it would be important to delete the word "former member" "or", and insert "laid-off employee". She also believes it should be the Executive Committee who makes a decision, in writing, on an individual basis.

Colin Lennard asked the committee how they wanted to address employees who do not have their contract renewed, for reasons other than cause. The Committee agreed the language should be included.

It was MOVED (Mayor Bev Perry), SECONDED (Supervisor Hank Kuiper), and UNANIMOUSLY APPROVED to table this item to the next Administration Committee so that Legal staff can provide new language for review.

## **5.0 INFORMATION ITEMS**

### **5.1 Monthly Financial Report**

Bert Becker informed the committee that all Subregions and Consultants provided their final invoices FY 2002-2003. We have completed our final invoice for FY 02-03 and our Statement of Expenditures two days early. We are also current with all of our bank reconciliations and have closed the books for July 03 and will continue closing on a monthly basis.

### **5.2 Audits Update**

The FTA Audit called a Financial Management Oversight Audit conducted by Deva and Associates has given SCAG their preliminary audit findings in an exit conference. Bert Becker categorized this audit as an A-. We should be receiving the final report shortly.

Caltrans has been conducting an ICAP Audit the past three weeks. SCAG must have the ICAP approved before October 1, 2003 because the OWP was conditionally approved to that date on the condition SCAG provides an acceptable Finance Plan and has the ICAP Audit completed and approved.

KPMG will begin their annual financial audit of SCAG during the second week of September. This is the normal schedule and a report of the audit should be to the Committee by the December meeting.

## **6.0 FUTURE AGENDA ITEMS**

Mayor Bev Perry asked that Chair Richard Dixon appoint a By-Laws Review Committee today. Councilmember Toni Young volunteered and Supervisor Judy Mikels volunteered, as long as she can participate by conference call. She suggested looking outside of the committee if there are not enough participants.

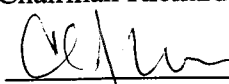
Mayor Bev Perry would like to recommend to the Regional Council that we not hold any off-site meetings other than the Retreat to save on transportation, staff time, and cost.

## **7.0 ANNOUNCEMENTS**

None

## **8.0 ADJOURNMENT**

Chairman Richard Dixon adjourned the meeting at 10:02 a.m.

 For  
Bert Becker, Chief Financial Officer  
Staff to the Administration Committee